

Children's System of Care (SOC)

SPECIAL CONDITIONS

I. PURPOSE

The purpose of this contract is to sustain an interagency collaboration within the community to provide wraparound services for children with serious emotional disturbances (SED) and their families. Services are based on values that are part of DMHA's cross-agency initiative to ensure that families and youth are full partners in the development, delivery and evaluation of culturally competent services across the lifespan.

II. SPECIAL CONDITIONS

A. Contractor shall:

1. Maintain a full-time (as defined by your agency's work week) Project Coordinator whose work efforts shall be dedicated solely to the System of Care (SOC) development. The Project Coordinator's job description and resume must be current and on file with DMHA and confirmed with a signed statement from the Project Coordinator's immediate supervisor.
2. Utilize the DMHA-contracted vendor for Child and Adolescent Training and Support for assistance and training regarding Systems of Care, wraparound, and strength-based interventions.
3. Facilitate and maintain a local Consortium Coordinating Governing Council. This Council must meet on a monthly basis and include (but is not limited to) representation from the following:
 - a. County Department of Child Services
 - b. Mental health service providers
 - c. Juvenile court
 - d. Largest school district in the county or jurisdiction
 - e. Other school districts that are referring children to receive services through the consortium
 - f. At least two (2) family members of eligible children or consumers of mental health services (not older than 25 years of age)
 - g. An organization that provides advocacy for children and families, such as a mental health association
4. Create and review the community developed SOC mission statement endorsing System of Care values (family-driven and youth-driven; community-based; and culturally and linguistically competent) and philosophy, referral process, admission criteria, and guidelines for wraparound services at least 4 times per year

5. Develop, update, and annually submit a sustainability plan to utilize resources from federal, state, and local sources to fund and provide a broad array of direct services to children and families.
6. Continue to provide the wraparound services process in conjunction with the System of Care Consortium, providing regular updates to the Consortium regarding the status of children and families served through wraparound
7. Report on the number of children and families served on a quarterly basis. Children served must be evaluated using the *Child and Adolescent Needs and Strengths (CANS)* tool to assess needs and potential services to be provided to the child and family.
8. The Wraparound Facilitator and Child and Family Team must utilize the CANS assessment tool to write treatment plans and will have access to CANS assessment data and intensity of services recommendations from the Data Assessment Registry for Mental Health and Addiction (DARMHA).
9. Provide a report at the end of the budget period which details the outcomes established for the System of Care and plans to achieve fidelity to the wraparound process.
10. Offer and provide active support on a quarterly basis for family involvement in all levels of the SOC including: participation in the consortium, consultation with the Family Action Network (family technical assistance), and the development of family support groups and/or a family support network, including family activities.

III. MEETINGS AND REPORTS

- A. Mandatory attendance by SOC Project Coordinator, at least one member of the Governing Council, and at least one Wraparound Facilitator at DMHA Quarterly Systems of Care meetings is required.
- B. Contractor shall submit quarterly reports to the Bureau Chief for Child and Adolescent Services at DMHA. Quarterly reports are used to detail the progress of the program activities and special conditions as outlined above. Reports are due as follows:
 - a. Quarter 1 (July 1- September 30): due October 14, 2011
 - b. Quarter 2 (October 1-December 31): due January 13, 2012
 - c. Quarter 3 (January 1-March 31): due April 13, 2012
 - d. Quarter 4 (April 1-June 30): due July 13, 2012

IV. INVOICING

- A. Contractor will be paid upon successful completion of each project activity.
- B. Invoices must be received by DMHA on a monthly basis.
 - a. All invoices should be received by the 20th day of the following month. (Example: September invoice is due no later than October 20.)

- b. If there are no expenditures for a particular month, an invoice should still be submitted indicating \$0 expenditure.
 - c. Contractor will submit invoices based on the activities below and will not invoice for amounts in excess of the allowable amount per activity.
 - d. Forms, reports and other documentation must be submitted along with invoices for consideration of successful completion of each project activity being billed. Invoices submitted without appropriate documentation will not be processed until documentation is received.
- C. For contracts funded at \$100,000, please see Table 1 below outlining the maximum allowable units to be billed for each project activity.
- D. For contracts funded at \$50,000, please see Table 2 below outlining the maximum allowable units to be billed for each project activity.

Table 1:

Project Activity	Unit	Number of allowable units	Unit Cost	Maximum to be billed for this activity
Monthly consortium meetings	Meeting	12	\$1,500.00	\$18,000.00
Monthly technical assistance	Meeting	12	\$1,200.00	\$14,400.00
Consultation with FAN	Meeting	2	\$1,500.00	\$3,000.00
Family participation on consortium	Meeting	4	\$250.00	\$1,000.00
Quarterly meeting attendance	Meeting	4	\$1,000.00	\$4,000.00
Quarterly reports	Report	4	\$1,000.00	\$4,000.00
Sustainability plan	Plan	1	\$1,000.00	\$1,000.00
Hire/Maintain Project Coordinator	Upon hire	1	\$35,000.00	\$35,000.00
Family support group/Network	Meeting or documented activity	4	\$1,000.00	\$4,000.00
Delivery of wraparound services	Monthly	6	\$2,600.00	\$15,600.00

Total Budget: \$100,000.00

Table 2:

Project Activity	Unit	Number of allowable units	Unit Cost	Maximum to be billed for this activity
Monthly consortium meetings	Meeting	12	\$1,000.00	\$12,000.00
Monthly technical assistance	Meeting	12	\$1,000.00	\$12,000.00
Consultation with FAN	Meeting	2	\$1,000.00	\$2,000.00
Family participation on consortium	Meeting	6	\$250.00	\$1,500.00
Quarterly meeting attendance	Meeting	4	\$500.00	\$2,000.00
Quarterly reports	Report	4	\$500.00	\$2,000.00
Sustainability plan	Plan	1	\$1,000.00	\$1,000.00
Hire/Maintain Project Coordinator	Upon hire	1	\$8,000.00	\$8,000.00
Family support group/Network	Meeting or documented activity	6	\$666.66	\$4,000.00
Delivery of wraparound services	Monthly	12	\$458.33	\$5,500.00

Total Budget: \$50,000.00

THE REMAINDER OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK.